



# BOARD OF DIRECTORS

## 2002

Susan Horst  
Anne Ward-Ryan 7  
Jeff Aumell  
Shari Yamane  
Mary Bryson

Whatcom Council of Governments  
King County Metro  
Safeco  
Spokane Health District  
Island Transit

Chairperson  
Vice Chairperson/Programs  
Vice Chairperson/Communications  
Historian/Recorder  
Treasurer

## 2001

Michael Van Gelder  
TJ Johnson  
Randy Stearnes  
Susan Horst  
Lisa Quinn

Department of General Administration  
Department of Transportation  
Tacoma Public Utilities  
Whatcom Council of Governments  
University of Washington

Chairperson  
Vice Chairperson/Programs  
Vice Chairperson/Communications  
Historian/Recorder  
Treasurer

## 2000

Michael Van Gelder  
Audry Howell  
Randy Stearnes  
Inge Walker 6  
Lisa Quinn

Department of General Administration  
The Boeing Company  
Tacoma Public Utilities  
Virginia Mason Hospital  
University of Washington

Chairperson  
Vice Chairperson/Programs  
Vice Chairperson/Communications  
Historian/Recorder  
Treasurer

## 1999

Cathy Blumenthal  
Audry Howell  
Le Perry  
Michael Van Gelder<sup>5</sup>  
Sharon Stockwell

King County Metro  
The Boeing Company  
Department of Revenue  
Department of General Administration  
Pierce Transit

Chairperson  
Vice Chairperson/Programs  
Vice Chairperson/Communications  
Historian/Recorder  
Treasurer

## 1998

Melanie Rose  
John Lee  
Cathy Blumenthal  
Debbie Germer  
Sharon Stockwell

Spokane County  
Kitsap Transit  
King County Metro  
Pierce County  
Pierce Transit

Chairperson  
Vice Chairperson/Programs  
Vice Chairperson/Communications  
Historian/Recorder  
Treasurer

## 1997

Bob Ferguson  
Debbie Germer  
Melanie Rose  
Patsy Nedrow<sup>4</sup>  
Lindy Johnson

Kitsap Transit  
Pierce County  
Spokane County  
Department of Transportation  
Puget Sound Regional Council

Chairperson  
Vice Chairperson/Programs  
Vice-Chairperson/Communications  
Historian/Recorder  
Treasurer

## 1996

Daphne Tackett  
Katy Taylor  
Bob Ferguson  
Lori Barschig  
Lindy Johnson

Pierce Transit  
Weyerhaeuser Company  
Kitsap Transit  
Sacred Heart Medical Center  
Puget Sound Regional Council

Chairperson  
Vice-Chairperson/Programs  
Vice-Chairperson/Communications  
Historian/Recorder  
Treasurer

## 1995

Joan Cullen  
Katy Taylor  
Daphne Tackett  
Michael Soper<sup>3</sup>  
Kathleen McKinney

Department of General Administration  
Spokane County  
Pierce Transit  
Department of Ecology  
Department of Transportation

Chairperson  
Vice-Chairperson/Programs  
Vice-Chairperson/Communications  
Historian/Recorder  
Treasurer

## 1994

Ann Martin  
Dale Miller  
Kathleen McKinney  
Rick Nicholson<sup>2</sup>  
Joan Cullen

King County  
Clark County  
Department of Transportation  
Whatcom Transportation Authority  
Department of General Administration

Chairperson  
Vice-Chairperson/Programs  
Vice-Chairperson/Communications  
Historian/Recorder  
Treasurer

## 1993

Faye Jenkins-Edwards  
Arne Stone  
Jeanne Redding  
Ann Martin  
Patsy Nedrow

Department of Transportation  
Spokane Transit Authority  
The Boeing Company  
King County  
Department of Transportation

Chairperson  
Vice-Chairperson/Programs  
Vice-Chairperson/Communications  
Secretary  
Treasurer

## 1992

Daphne Tackett  
Arne Stone  
Faye Jenkins-Edwards  
Syd Pawlowski  
Patsy Nedrow

Pierce Transit  
Spokane Transit Authority  
Department of Transportation  
Metro  
Department of Transportation

Chairperson  
Vice-Chairperson/Programs  
Vice-Chairperson/Communications  
Secretary  
Treasurer

## 1991

Daphne Tackett  
Dennis Bloom  
Faye Jenkins-Edwards<sup>1</sup>  
Syd Pawlowski  
Dave Rodrick

Pierce Transit  
Community Transit  
Department of Transportation  
Metro  
Ben Franklin Transit

Chairperson  
Vice-Chairperson/Programs  
Vice-Chairperson/Communications  
Secretary  
Treasurer

## 1990

Dave Rodrick  
Daphne Tackett  
Yvette Wixson  
Mark Kushner  
Dennis Bloom

Ben Franklin Transit  
Pierce Transit  
Intercity Transit  
Department of Transportation  
Community Transit

Chairperson  
Vice-Chairperson  
Secretary/Treasurer  
Director at Large  
Director at Large

## 1989

Andrea Maillet  
Dave Rodrick

Metro  
Ben Franklin Transit

Chairperson  
Vice-Chairperson

# BOARD OF DIRECTORS (Continued)

Jerry Ayres  
Daphne Tackett  
Mark Kushner

Department of Transportation  
Pierce Transit  
Department of Transportation

Secretary/Treasurer  
Director at Large  
Director at Large

## 1988

Andrea Maillet  
Dave Rodrick  
Jerry Ayres  
Daphne Tackett  
Mark Kushner

Metro  
Ben Franklin Transit  
Department of Transportation  
Pierce Transit  
Department of Transportation

Chairperson  
Vice-Chairperson  
Secretary/Treasurer  
Director at Large  
Director at Large

<sup>7</sup> Appointed to complete TJ Johnson's term.

<sup>6</sup> Appointed to complete Le Perry's term.

<sup>5</sup> Appointed to complete John Lee's term.

<sup>4</sup> Appointed to complete Lori Barschig's term.

<sup>3</sup> Appointed to complete Dale Miller's term.

<sup>2</sup> Appointed to complete Jeanne Redding's term.

<sup>1</sup> Appointed to complete Yvette Wixson's term.



## **BOARD RESPONSIBILITIES**

The Board of Directors develops plans, programs, and budgets required to support the organization's activities. Each director acknowledges that s/he must:

- ◆ possess the ability to establish and maintain effective working relations with the public and business community;
- ◆ possess the ability to juggle several assignments at the same time;
- ◆ possess the ability to effectively cross the barrier between accomplishing "paid" and "non-paid" work; and
- ◆ possess the willingness to pitch in and assist fellow directors in the accomplishment of their WSRO assignments.

### ***EACH DIRECTOR***

- ◆ Assists in development and modification of plans, program, standards, budgets, and evaluation for the organization.
- ◆ Is actively involved in state-wide services requiring professional working relationships with other transportation and ridesharing providers.
- ◆ Assists other WSRO officers in assessing suitability of plans/programs, monitors progress, and evaluates final results.
- ◆ Assists in the development of meeting agendas.
- ◆ Maintains cooperative working relationship with other directors, and acts as liaison for assigned committee, providing leadership and guidance as needed.
- ◆ Assists in annual membership drive.
- ◆ Commits 10-15 hours per month in support of WSRO Board activities including attending monthly board meetings.
- ◆ Attends quarterly membership conferences/workshops and 1 to 2 board retreats.

### ***CHAIRPERSON***

- ◆ Sets agenda for monthly board meetings.
- ◆ Monitors timeline of tasks to be accomplished.
- ◆ Conducts annual business/membership meeting.

- ◆ Conducts board elections.
- ◆ Conducts awards/recognition process (Wall of Fame and Recognition Awards)
- ◆ Establishes temporary committees and task forces as necessary.
- ◆ Prepares communications with other organizations/individuals; responds to requests for information.
- ◆ Represents WSRO's adopted policy positions.
- ◆ Approves all expenditures.
- ◆ Provides tie-breaking vote when necessary.
- ◆ Acts as WSTA liaison; attends or sends delegate to meetings as appropriate.
- ◆ Coordinates development and preparation of workshop agendas.
- ◆ Provides final agenda approval before printing and distribution.
- ◆ Coordinates production and distribution of workshop agendas/registration packets.
- ◆ Prepares final tabletop agenda for workshop.
- ◆ Provides introduction at workshop.

#### ***VICE-CHAIRPERSON/PROGRAMS***

- ◆ Coordinates and arranges logistics for each workshop, including hotel and external excursions.
- ◆ Arranges location, hotel- guest and meeting rooms for each conference; negotiates with hotel.
- ◆ Acts as board liaison to hotel and city where workshop is located.
- ◆ Coordinates equipment and other materials for workshops.
- ◆ Provides final counts to hotel for meals and rooms.
- ◆ Assists Treasurer during registration at workshops.
- ◆ Coordinates compilation of "speaker bags".

#### ***VICE-CHAIRPERSON/COMMUNICATION***

- ◆ Coordinates preparation and production and distribution of WSRO Review Newsletter.
- ◆ Writes (or delegates writing) and edits the WSRO Review.
- ◆ Coordinates new material for WSRO website with volunteer webmaster (Melissa Loomis).
- ◆ Send speaker confirmation letters (asks about A-V needs and requests bios).
- ◆ Coordinates with Programs to make sure presenter A-V needs are met by the hotel.
- ◆ Prepares speaker info sheets for workshop packets.

- ◆ Prepares evaluation form for workshop packets.
- ◆ Sends thank you notes to all speakers.
- ◆ Assists in compilation of speaker bags.

### ***HISTORIAN/RECORDER***

- ◆ Provides accurate record of all acts/proceedings of the Organization, maintaining and keeping custody of such records.
- ◆ Records, promptly prepares, and forwards minutes of meetings.
- ◆ Coordinates with Treasurer to maintain updated membership information for WSRO Resource Handbook.
- ◆ Updates and distributes WSRO Resource Handbook.
- ◆ Sends membership pin to new members.

### ***TREASURER***

- ◆ Receives and safely keeps all monies; handles collections.
- ◆ Disburses monies under direction of the Board and approval by the Chairperson.
- ◆ Keeps accurate accounting of receipts, revenues, expenses, checkbook, and bank statements.
- ◆ Tracks revenue and expenses and provides monthly statement of such to board.
- ◆ Tracks and provides comparative financial data as directed by board.
- ◆ Reports accounts at annual business/membership meeting and provides annual report of expenses and receipts.
- ◆ Maintains membership data and distributes annual membership dues notices.
- ◆ Compiles list of workshop registrants and using this, creates workshop nameplates.
- ◆ Prepares workshop folders to distribute to registrants.
- ◆ Coordinates registration at workshop.
- ◆ Distributes invoices to workshop attendees.
- ◆ Maintains accounts receivable-deposits revenue (done in Olympia) and accounts payable-dispenses expenditures (checks).
- ◆ Maintains accurate organizational files.
- ◆ Completes necessary filings with the Secretary of State (registration as non-profit organization annually) and Internal Revenue Service annually (if under \$25,000 in revenue annually, not necessary).